



Incorporated Village of Northport  
224 Main Street  
Northport, New York 11768

**Park Bench & Bronze Plaque Memorials to be placed on Village Property  
Cow Harbor and Northport Parks  
Effective November 6, 2019**

**MEMORIAL APPLICATION POLICY & PROCESS CRITERIA**

It is the intent of the Mayor and Trustees of the Incorporated Village of Northport to allow the placement of privately-donated memorials in Cow Harbor and Northport Parks to honor the memory of a deceased resident of the village. This policy does not apply to the placement of memorials by the Incorporated Village of Northport Board, the Village of Northport, or any department of the Village of Northport. The following policies, procedures and criteria are intended to respectfully regulate the types of memorials and proper locations through a coordinated process involving various Village departments, as well as the applicable fees for the memorial. To ensure consistent application and fairness to all residents, the Incorporated Village of Northport, hereby sets forth the following policy, application criteria, and procedure to secure a memorial Park Bench and Plaque in Cow Harbor and Northport Parks:

- Those seeking permission to place a memorial bench in a Cow Harbor and Northport Village Park, must file an application on or before the published deadline with the Incorporated Village of Northport.
- Full payment of \$900.00 is due at the time of application.
- Memorials shall be considered for only those decedents who have resided in the Village of Northport for a portion of their lives.
- Given the high demand for said locations and limited inventory, a lottery system will be implemented. All verified applications received by said deadline will be included and considered.
- The Village will assume annual maintenance of the park bench/bronze plaque for a ten-year time period. At the conclusion of said time-frame, the applicant may choose to purchase a new bench at a price that represents the fair market value or relinquish the bench location for future memorials. The plaque will be returned to applicant at that time.
- The Village reserves the right to remove and relocate any memorial that conflicts with any future park or beach improvement project(s) taking place in said location, or for any other reason deemed necessary by the Village. The Village will make every effort to contact the original donor or their family members to coordinate the relocation of the memorial to a suitable location.



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- The Commissioner of Parks may establish such further rules and regulations as he or she deems necessary. All requests submitted for consideration must adhere to the following policies, procedures and criteria.
- Once submitted, the application will be reviewed by the Commissioner of Parks and the following verifications will be performed:
  - Verification that contents of application is complete and accurate
  - Verification that full payment has been received
  - Verification of decedents residency
  - Assessment of location availability
  - Assignment of location via lottery

Any application that fails to meet the above verification standards will not be included in the lottery.

**Park Bench Availability and Location as of November 6, 2019:**

Northport Park/Christmas Tree	Northport Park Playground
Northport Park /Christmas Tree	Northport Park Playground
Northport Park/Christmas Tree	Northport Park Playground
Northport Park /Christmas Tree	Northport Park Playground
Main Street - Lot 1	Northport Park Playground
Main Street - Lot 1	Northport Park Playground
Main Street - Lot 1	Village Dock
Cow Harbor Gazebo	Cow Harbor Park - Basket Ball Court
Cow Harbor Gazebo	Cow Harbor Park

**Memorial Overview and Associated Cost:**

**Memorial Fee:** Park Bench/Bronze Plaque: \$900.00 – to be paid at the time of the Application.

**Fees:** include supplies, shipping, plaque, installation, and maintenance. Applicants may use the following payment methods: Personal Check or Certified Bank Check. This fee is subject to adjustment when determined necessary by the Village of Northport Board.



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**New Park Bench** – constructed out of mahogany with cement base legs.

**Memorial Bronze Plaques:**

Bronze Plaque Size - 10 inches by 4 Inches

Cost - \$219(\$205 for plaque plus \$14 for shipping)

All bronze plaques shall contain standard wording limited to one of the following list of 12 choices:

- “Dedicated to (Names)”;
- “Donated by (Name)”;
- “In Memory of (Name)”;
- “In Loving Memory of (Name)”;
- “Dedicated to the Memory of (Name)”;
- “Given in Loving Memory of (Name)”;
- “In Honor of (Name)”;
- “In Honor and Memory of (Name)”;
- “In Tribute to (Name)”;
- “In Appreciation of (Name)”;
- or “In Grateful Appreciation to/of (Name)”.

Additional Plaque Options that can be added (an additional fee may apply):

- Birth & Death Dates (full dates or just years)
- Title and/or Rank and/or United States Military Service/ Police/Fire Department Organization affiliation

**Memorial Park Bench/Plaques Ordering & Installation Process Timeline:**

1. Once Fees are successfully deposited, Village staff will start the ordering process by purchase order to our local vendors.
2. Once plaque wording is submitted to vendor, we can expect to obtain a virtual proof from the foundry in approximately one week. We submit that to you by email or mail for your approval of content, spelling and layout. You must return to us in writing the virtual proof you approve. If we need to send a reproof we do so one additional time without charge.
3. Once Virtual Proof is approved it may take up to three weeks for production and four



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to seven (4-7) days in UPS ground delivery to Parks Maintenance Facility located at 224 Main Street, Northport, NY 11768.

4. The Bronze Plaque ordering process timeline is on a case by case basis. The total timeframe is approximately four to six weeks.

5. Bench construction and installation will occur in early spring as weather permits.

**Application Timeline and Deadlines:**

Applications will be available online (Downloadable PDF) and at Village Hall beginning **Friday, November 15, 2019**.

Deadline for submission is **Friday, December 13, 2019**.

Lottery will be conducted **Tuesday, December 17, 2019** at Board of Trustee meeting. Applicants selected will be notified in writing of assigned bench location.

The Applicant will be required to confirm their commitment in writing by **Monday, December 30, 2019**. Upon confirmation, payments will be deposited in a designated "Park's" account and used for bench and Plaque purchase, installation, and maintenance.

Applicants have the right to refuse location as a result of the lottery. An alternative location will be provided if available at that time. If no alternate location is available, the Village will return full payment and any unconsummated checks to the Applicant. Payments may be picked up at Village Hall or returned via mail.